



Belmont Permit Center

PERMIT APPLICATION

Application No.: _____

Case Type:

Zoning of Property: _____

- | | | |
|---|---|--|
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Tentative Tract Map | <input type="checkbox"/> Certificate of Appropriateness |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Façade Improvement Rebate | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input checked="" type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Rezoning / Zoning Ordinance |
| <input type="checkbox"/> Floor Area Exception | <input type="checkbox"/> Grading Permit Approval | <input type="checkbox"/> Geologic Review |
| <input type="checkbox"/> City Code Exception | <input type="checkbox"/> Conceptual Development Plan | <input type="checkbox"/> Geo-Hazards Map Amendment |
| <input type="checkbox"/> Tentative Parcel Map | <input type="checkbox"/> Detailed Development Plan | <input type="checkbox"/> Subdivision Ordinance Exception |

Zoning Case Numbers: _____
(Staff Use Only)

Project Description: _____

Property Description:

Street Address: _____, Belmont, CA 94002

Assessors Parcel Number: _____

Property Area (sq. ft.): _____

Nearest Cross Street: _____

Applicant Information:

Owner Name:	Telephone Number: ()	Fax Number: ()
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Mailing Address, if different from Site Address:	E-mail Address:
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Applicant Name, if different from Property Owner:	Telephone Number: ()	Fax Number: ()
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Applicant Mailing Address:	E-mail Address:
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Submittal Authorization:

Signature of Owner:	Date:
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Signature of Applicant, if different from Owner:	Date:
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For Office Use Only: Fee Amount: _____ Check No.: _____

Belmont Permit Center LOT LINE ADJUSTMENT SUBMITTAL REQUIREMENTS



Lot Line Adjustment Plan – In addition to the required application forms and exhibits, a *Lot Line Adjustment Plan* must have the following data indicated on the map or on separate sheets, as appropriate. Copies of all application forms are available in the Belmont Permit Center or on-line at www.belmont.org.

- ☐ Name and address of record owner and applicant.
- ☐ Name, address and license number of licensed land surveyor, registered civil engineer or other qualified professional who prepared the lot line adjustment plan.
- ☐ Date, north point, (generally “up” on the map) and scale. Minimum map size eleven inches by seventeen inches (11 x 17).
- ☐ Sufficient data to define the existing and proposed boundaries of the subject lots.
- ☐ The dimensions of all existing and proposed lots, including the approximate radii of all curves.
- ☐ The lot areas for all proposed lots not rectangular in shape
- ☐ Width, approximate location and purpose of all existing and proposed easements.
- ☐ The width and name of all abutting streets, highways, alleys and other rights-of-way.
- ☐ Building setback lines.
- ☐ The approximate location of areas subject to inundation by storm water overflow.
- ☐ The location and outline to scale of each existing building or structure including underground utilities within the subject lots, noting thereon whether or not such building or structure is to be removed from or remain, and its existing and proposed future use.
- ☐ The locations of existing fences, ditches, wells, pumps, cesspools, reservoirs, sewers, culverts, drain pipes, underground structures, utility lines within the subject lots, noting thereon whether they are to be abandoned or used.
- ☐ A legal description of the proposed lots.
- ☐ Existing and proposed use or uses.

LOT LINE ADJUSTMENT



Belmont Permit Center APPLICATION CHECKLIST

Page 1 of 2

Address: _____

Date: _____

Project: _____

*Please review your project with the Planning Department
to determine if any additional items listed below are required.*

	<u>Required</u> (by City)	<u>Submitted</u> (by applicant)	
<u>Applications</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Checklist (this form)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Permit Application
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supplemental Application
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Neighborhood Outreach Strategy
<u>Plans</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lot Line Adjustment Plan (six copies)
	<input type="checkbox"/>	<input type="checkbox"/>	Cross-sections (six copies)
	<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan (six copies)
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Property line survey
	<input type="checkbox"/>	<input type="checkbox"/>	Topographic survey map
	<input type="checkbox"/>	<input type="checkbox"/>	Tree Plan
	<input type="checkbox"/>	<input type="checkbox"/>	Grading plan
	<input type="checkbox"/>	<input type="checkbox"/>	Drainage plan
	<input type="checkbox"/>	<input type="checkbox"/>	Driveway plan and profile

Address: _____

	<u>Required</u> (by City)	<u>Submitted</u> (by applicant)	
<u>Technical Information</u>	<input type="checkbox"/>	<input type="checkbox"/>	Calculations for cut and fill
	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical report
	<input type="checkbox"/>	<input type="checkbox"/>	Engineering geology report
	<input type="checkbox"/>	<input type="checkbox"/>	Arborist report
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Preliminary title report
<u>Miscellaneous</u>	<input type="checkbox"/>	<input type="checkbox"/>	Color and material samples
	<input type="checkbox"/>	<input type="checkbox"/>	Photographs (one set)
<u>Fees and Deposits</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application fee
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Environmental fee
	<input type="checkbox"/>	<input type="checkbox"/>	Tree Removal Fee
	<input type="checkbox"/>	<input type="checkbox"/>	Geologic Review Fee
	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

Staff Assistant: _____ **Telephone:** _____ **Date:** _____

Applicant's Statement: As applicant for this project, I hereby certify that the materials listed as 'submitted' on this checklist are complete and accurate. If the City of Belmont determines that the materials are incomplete or inaccurate, I understand that the entire application may be deemed withdrawn and the application materials returned to me, with no further processing by the City.

Applicant's Name: _____ **Date:** _____

Applicant's Signature: _____



**Belmont Permit Center
SUPPLEMENTAL APPLICATION**

Application No.: _____ (Office Use)

Address: _____

Date: _____

Project: _____

Tabulations:

Area of Entire Site - Acres: _____ Square Feet: _____

Average Per Cent Slope of Entire Site: _____

Area of Proposed Lots - Smallest: _____sf Largest: _____sf Average: _____sf

Special Conditions:

Indicate the most significant or severe floor zone and geologic hazard or hazards found on the project site. (Consult 1982 FEMA Flood Insurance Rate Map and 1988 City of Belmont Geologic Hazard Policy Maps.)

Flood Zone: _____

Geologic Hazards: _____

Findings:

In order to approve a request for Lot Line Adjustment, the Director of Planning and Community Development must determine that the project conforms to the Belmont zoning and building codes. Please indicate how the parcels conform:



Belmont Permit Center
PERMIT APPLICATION

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Street Address: _____

Application No.: _____

Site Preparation / Grading:

Number of Cubic Yards of Combined Cut and Fill:

_____ Cubic Yards

OR Check ☐ if less than 50 Cubic Yards

Depth of any Cut or Fill at Deepest Point:

_____ Feet

OR Check ☐ if less than 2 Feet

Surface Area to be Graded or Cleared:

_____ Square Feet

OR Check ☐ if less than 2000 Square Feet

Retaining Walls:

The Project Includes New, Rebuilt or Extended Retaining Walls:

☐ Yes

☐ No

Maximum Height of New, Rebuilt or Extended Retaining Walls:

_____ Feet

Floor Area:

Existing Floor Area of All Enclosed Structures: _____ Square Feet

Proposed New Floor Area to be Added: _____ Square Feet

Total Floor Area Resulting from Project: _____ Square Feet

On-site Parking:

Existing Parking / Number of Spaces: _____ Covered _____ Uncovered

Proposed Additional or Lost Parking Spaces: _____ Covered _____ Uncovered

Total Parking Spaces Resulting from Project _____ Covered _____ Uncovered

Check any of the following items that apply to the project:

☐ Steep Terrain

☐ New Driveway / Curbcut

☐ New Signs

☐ Large Trees on Site

☐ New Water Service

☐ Redevelopment Area

☐ Historic Building on Site

☐ Construction Dumpster Required